



# TRANSCRIPT REQUEST FORM

## 2024/2025

Please allow 2 business days for transcript processing/pick up. Return request form to the school front office.

### STUDENT INFORMATION

Current Student                       Former Student

Student Name (at time of enrollment) \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Would you like an unofficial copy for your records?                       Yes, hard copy                       No

### TRANSCRIPT INFORMATION

Institution(s) requesting transcript \_\_\_\_\_

#### Transcript Method

Electronic – Email Address \_\_\_\_\_

Electronic – School ID # \_\_\_\_\_

Hard Copy – Mailing Address \_\_\_\_\_

I authorize Kendall Greens High School to send transcripts of my academic record to the destination(s) indicated on this request. I understand that Kendall Greens High School cannot accept responsibility for transcripts lost in the U.S. Mail system.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Notes**

- *Electronic transcripts include transcripts that can be sent via email or FASTER.*
- *Hard Copy transcripts will be considered official and sealed documents.*
- *All unofficial hard copy requests can be picked up at the front office.*

#### **Official Use**

Transcript Sent by Email

Transcript Sent Electronic

Transcript Printed

Data Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_